

# HRMN Performance Management

## *Creating a Plan*

# Log in to your Mi HR Self-Service Account


- Click the following link to access the Self-Service Gateway:  
<http://www.michigan.gov/mdcs/0,4614,7-147-64549---,00.html>
- Select Self-Service from Work or Self-Service from Home to access the system



# Log in to your MI HR Self-Service Account

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- Enter your username and password. Your username is “h” followed by your employee ID number. For example, h1234567



The screenshot shows the login interface for the MI HR Self-Service portal. It features a light blue header with the title "MI HR Self-Service". Below the title is a white login box with a light gray border. Inside this box, there are two input fields: "User Name" and "Password". Below these fields is a "Login" button. At the bottom of the login box, there is a link that says "Problems logging in? [Get Assistance!](#)". At the very bottom of the page, there is a footer with copyright information and version numbers.

**MI HR Self-Service**

User Name

Password

Login

Problems logging in? [Get Assistance!](#)

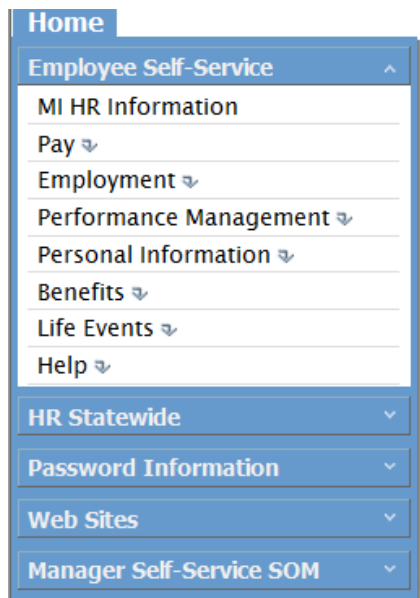
Copyright © 2012 Lawson Software. All rights reserved. [www.lawson.com](http://www.lawson.com) Portal 9.0.1.11.333, Technology 9.0.1.11.231



# Log in to Performance Management

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- From the menu, click on Manager Self-Service SOM.



- This will bring up a list of your direct reports. Click on the employee's name.

# Creating the Plan

- Click on Create/Update an Uncertified Plan

PERFORMANCE MANAGEMENT MAIN MENU FOR

JENNIFER J.

SELECT FROM THE CHOICES BELOW

Create/Update an Uncertified Plan	Update a Review Certify/Finalize a Review Add Progress Review Notes
View Historical Reviews	
EXIT	

# Creating the Plan

- The plan menu will appear. Make sure that the current rating period is showing in the Select Rating Period drop-down

PLAN MENU					
Employee: JOHN DOE					
Process Level: Civ Serv Central Office					
Position Desc: WORD PROCESSING ASSISTANT-E					
Select Rating Period: 04/01/2002 - 06/30/2002 [PROB-06] <input type="checkbox"/> Prevent Employee Access?					
Copy Competencies / Objectives from a previous Plan					
Competencies			Objectives / Factors		
Progress Review / Comments					
Review Type: PROB-06					
Click on the checkbox below to Certify or De-certify.					
CERTIFICATION:	Employee	Supervisor	Access Override	Refusal Override	Appointing Authority
Plan		<input type="checkbox"/>			
Back to Main Menu					

# Select the Template

- On the Plan Menu page, select the “Copy Competencies/ Objectives from a previous Plan or Template” option.

Level: CIVIL SERVICE COMMISSION  
Esc: STATE ADMINISTRATIVE MANAGER-1

**Select Rating Period:** 09/01/2011 - 08/31/2012 [ANNUAL] ▼

pe: ANNUAL

*Do not certify this plan until your supervisor has certified it.*

LOCATION:	Employee	Supervisor	Access Override	Refusal Override	Appointing Authority
lan					

# Select the Template

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- On the next page, select “Copy Competencies/Objectives from a Template”.

## Copy From a Previous Plan or Template

### PREVIOUS PLAN

If you choose the Copy From a Previous Plan option, you will only have the ability to Copy Competencies and Objectives from a Previous Plan. You will NOT also be able to copy information from a Performance Template, if one is available to you.

If you wish to ONLY copy from a previous Plan, select this button.

Copy Competencies/Objectives from a Previous Plan

### PERFORMANCE TEMPLATE

Templates are pre-populated competencies and/or objectives selected by agencies for all employees or groups of employees. Please check with your agency's Human Resources office or your agency Performance Management liaison if you are unsure if you should be selecting a template.

If you choose to Copy from a Template, you will have the ability to copy competencies and objectives from the Template.

Copy Competencies/Objectives from a Template

Back to Current Plan Menu





# Selecting the Template

- Select the appropriate Template from the drop down box, and then click “Save Selections to Plan”

COPY FROM TEMPLATE		
Select a Template to copy from: SES - BUREAU DIRECTORS		
<input checked="" type="checkbox"/> Copy Objectives associated with this Template?		
Select / De-Select	Description	
<input type="checkbox"/>	ADAPTABILITY	Full Description
<input checked="" type="checkbox"/>	ALIGN PERFORMANCE FOR SUCCESS	Full Description
<input type="checkbox"/>	BUILDING PARTNERSHIPS	Full Description
<input type="checkbox"/>	BUILDING TRUST	Full Description
<input type="checkbox"/>	COMMUNICATION	Full Description
<input checked="" type="checkbox"/>	CUSTOMER FOCUS	Full Description
<input type="checkbox"/>	DECISION MAKING	Full Description
<input type="checkbox"/>	DELEGATING RESPONSIBILITY	Full Description
<input checked="" type="checkbox"/>	DEVELOPING A SUCCESSFUL TEAM	Full Description
<input type="checkbox"/>	FACILITATING CHANGE	Full Description
<input type="checkbox"/>	INNOVATION	Full Description
<input type="checkbox"/>	LEADING THROUGH VISION/VALUES	Full Description
<input type="checkbox"/>	PLANNING AND ORGANIZING WORK	Full Description
<input checked="" type="checkbox"/>	STRATEGIC PLANNING	Full Description
<input checked="" type="checkbox"/>	TECHNICAL/PROF KNOWLEDGE SKILL	Full Description
<input type="checkbox"/>	VALUING DIVERSITY & INCLUSION	Full Description
Save Selections to Plan		
Back to Current Plan Menu		

# Selecting the Template

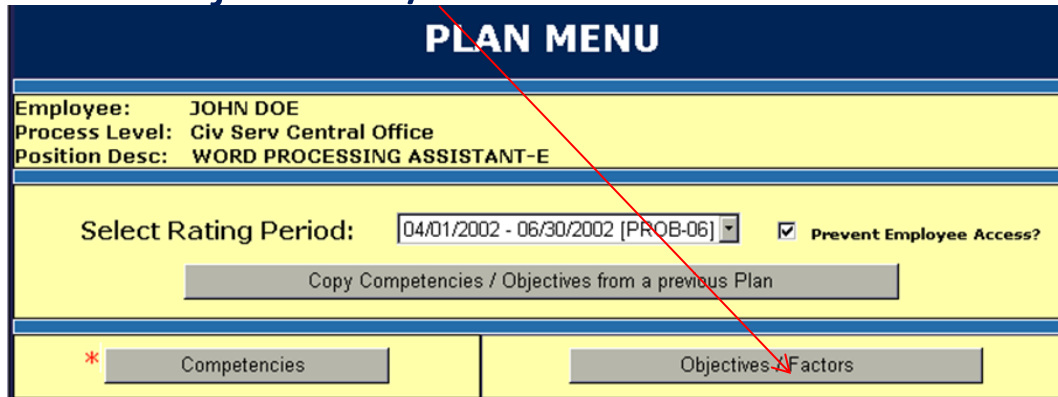
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- The template competencies and objectives have now been saved to the Plan, and the manager or employee can view, make changes or add new items as necessary.
- Note:
  - Additional competencies should not be added.
  - Additional objectives may be added as stated in the applicable *Required Objectives & Competencies* document on the LARA [OHR website](#).



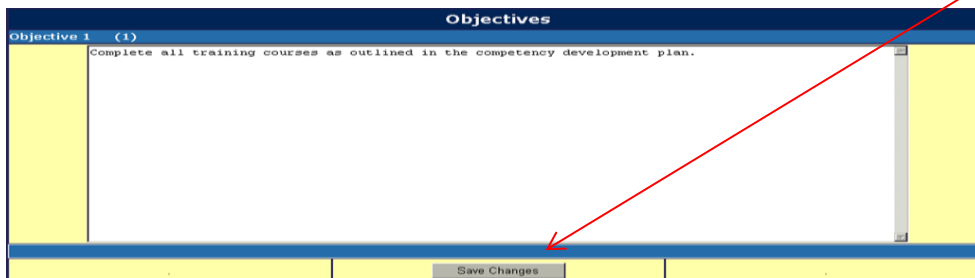
# Adding Objectives

- Click Objectives/Factors from the Main Menu



A screenshot of the 'PLAN MENU' interface. At the top, it displays employee information: 'Employee: JOHN DOE', 'Process Level: Civ Serv Central Office', and 'Position Desc: WORD PROCESSING ASSISTANT-E'. Below this, there is a 'Select Rating Period:' dropdown menu showing '04/01/2002 - 06/30/2002 [PROB-06]' and a checked checkbox for 'Prevent Employee Access?'. A button labeled 'Copy Competencies / Objectives from a previous Plan' is positioned below the dropdown. At the bottom, there are two buttons: 'Competencies' (marked with a red asterisk) and 'Objectives-Factors' (which has a red arrow pointing to it from the text 'Objectives-Factors' in the list below).

- Enter the first additional objective and click Save Changes



A screenshot of the 'Objectives' interface. It shows 'Objective 1 (1)' with a text area containing the text 'Complete all training courses as outlined in the competency development plan.' At the bottom of the window, there is a 'Save Changes' button, which is indicated by a red arrow from the text 'click Save Changes' in the list above.

- Repeat these steps until all objectives have been added

# Certifying the Plan

- When the competencies and objectives have been added, a red asterisk will appear next to each button

The screenshot shows a web form titled "PLAN MENU". It contains the following fields and buttons:

- Employee: JOHN DOE
- Process Level: Civ Serv Central Office
- Position Desc: WORD PROCESSING ASSISTANT-E
- Select Rating Period: [04/01/2002 - 06/30/2002 (PROB-06)]
- ☒ Prevent Employee Access?
- Copy Competencies / Objectives from a previous Plan
- Competencies (with a red asterisk)
- Objectives / Factors (with a red asterisk)
- Progress Review / Comments
- Review Type: PROB-06
- Click on the checkbox below to Certify or De-certify.
- CERTIFICATION: Employee Supervisor Access Override Refusal Override Appointing Authority
- Plan (with a checkbox)
- Back to Main Menu

A red arrow points from the checkbox under "Supervisor" to the "OK" button in the confirmation dialog below.

- Click on the check box under Supervisor. The following message will appear. Click OK

The dialog box contains the following text:

Are you sure you wish to certify the plan at this time?

By selecting OK, I certify that I have reviewed the competencies and/or performance objectives/factors identified on this form.

Buttons: OK, Cancel

# You're done!

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- You have completed and certified the HRMN Performance Management Plan
- An email will be sent to your employee instructing them to review and certify the plan
- You will receive an email when the employee certification has been completed
- Throughout the year, you should continue to monitor your employee's progress in meeting the objectives of the plan

